

## Prepublication Review Information

### Who Should Submit What

If you are obligated by a CIA secrecy agreement (see below) and are writing or speaking about intelligence-related materials, foreign relations, or CIA employment or contract matters, you must submit your work prior to publishing or sharing it with anyone. Both official (prepared on government time for government purpose) and nonofficial (personal) works related to intelligence must be submitted. If you are unsure as to whether you should submit your work, please contact us at  or e-mail .

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#### Former Employees (Staff, Contractors, or Covered Non-Agency Personnel)

The Board will only review your submission for classified information. Permission to publish will not be denied solely because the material may be embarrassing to or critical of the Agency. You must obtain the written approval of the Publications Review Board prior to publication.

#### Current Employees (Staff, Contractors, or Covered Non-Agency Personnel)

The Board reviews your submission for classified information, as well as appropriateness in relation to your position. *You may submit internally.*

Please identify your Agency staff supervisor, program manager, or contracting officer so the PRB can coordinate the review with them. You must obtain the written approval of the Publications Review Board prior to publication, and you may also be required to complete an Outside Activity Approval Request Form.

#### Co-Authors

If you choose to collaborate with another author on your manuscript, please contact us prior to collaboration for more information regarding sharing and publishing requirements.

### Where to Submit and How to Contact

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A single Word, PDF, or PPT attachment is preferred

#### U.S. Postal Service Delivery

CIA Publications Review Board

(b)(3) CIAAct

Washington, DC 20505

FAX: 

(b)(3) CIAAct

#### UPS, FedEx, or DHL Delivery

(b)(3) CIAAct

**Questions? Phone:**

or

**E-mail:**

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### Timeline

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Please allow at least 30 working days for completion of the review process. Short manuscripts such as editorials may not require extensive internal and external coordination and may be completed more quickly. Additional time may be required if your manuscript is lengthy, complex, or requires significant coordination to identify classified information. Only completed works are accepted. Incomplete works, chapters, or portions of works are not accepted. Sample chapters and outlines for publishers are accepted on a case-by-case basis. The Board will notify you, in writing, of its decision either via e-mail and/or via postal mail.

**\*\*\*\*Please treat any manuscript as potentially containing classified information and refrain from sharing it with others before the Board provides final written approval for publication.**

## After the Board's Decision



### Adding or Changing Material

If you add material to or change the manuscript the Board has reviewed, you must submit these changes to us *before* giving them to your publisher or anyone else. Please mark or otherwise indicate the new material clearly so we can expedite our review. Additional items that require submission include, but are not limited to, photographs, photograph captions, illustrations, diagrams, tables, charts, or maps.

**Book Galleys:** Once you receive our formal approval to publish, that approval is contingent upon your further submission of any galley proofs of the final manuscript, as it will appear in book form, so the Board can verify that the version to be published is the approved version. Your responsibility, as the author, is to ensure that the publisher releases only the Board approved version. We will work promptly to complete this final review, but please ensure that the publishing schedule permits adequate time for the Board to complete its work.

### If You Disagree with the Board's Decision

We would be happy to meet with you to discuss possible alternatives. In lieu of a personal meeting, if you disagree with the Board's decision, you may ask the Board to reconsider its initial determination. Include any and all information or explanation of the facts that you believe the Board should know. You may include citations or copies of similar references that show this information to have been previously released and already in the public domain. Although, mere listing of published citations may not necessarily be sufficient to change the Board's decision. If the Board upholds its initial decision, you may then formally appeal the Board's decision. Such appeals go to the Agency's Associate Deputy Director for a final Agency decision. If you wish to appeal, you must do so within 30 days of the Board's reconsideration decision. The appeal must be in writing and must be sent to the Board's Chairman. Appeal documentation must include the material intended for publication and any supporting material you would like the Associate Deputy Director to consider.



### Manuscripts Containing Classified Information

If the Board determines that your original manuscript contains classified information, we require that you return to us for destruction any and all versions of this work, in whatever form, and remove those items from your hard drive. We can offer the assistance of CIA security personnel in this regard.

### The Following Disclaimer Is Required to be Included as Part of Any Approved Writing

*All statements of fact, opinion, or analysis expressed are those of the author and do not reflect the official positions or views of the CIA or any other U.S. Government agency. Nothing in the contents should be construed as asserting or implying U.S. Government authentication of information or Agency endorsement of the author's views. This material has been reviewed by the CIA to prevent the disclosure of classified information.*

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Questions? Phone:

E-mail:



Has the Board approved your book?

Let us know when it becomes available commercially so we can add a copy to our library!